

## VILLAGE OF BABYLON BOARD OF TRUSTEES HEARING

PROCEDURE FOR A SPECIAL PERMIT OR RELAXATION OF ZONING REQUIREMENTS. (Only owners of property or contract vendees can apply for any action covered by this form. All others must have consent of owner affixed to form. )

1. DEED of the property affected by the application showing Metes and Bounds description and Tax Map # (1copy)
2. CONTRACT if applicant is not owner, along with a written consent from owner. (1copy)
3. Copy of present CERTIFICATE OF OCCUPANCY (non-vacant land only). This may be obtained from the Building Department.
4. LIST (by Tax Map #) all property owners and their addresses within 200 feet of the subject property. If the applicant owns or has interest in property contiguous to the subject parcel, such distance shall be measured from the perimeter of such contiguous property. (Supplied by Village Clerk's Office)
5. PROPERTY SURVEY (7 copies) containing:
  - A. Property lines with dimensions and area of property.
  - B. Location and size of existing structures, if any.
  - C. Names of adjoining streets.
  - D. North arrow, scale and petitioner's name.
6. FEE as approved by the Board of Trustees (\$250)
7. You must submit 7 copies of a detailed drawing to scale showing the interior layout of the proposed use, including interior walls, tables, chairs, counters, etc. when application is submitted. Be certain the initial plan has been reviewed by the Building Department and any necessary permits are obtained.

If a CHANGE OF ZONE is being requested a verified petition must be submitted to the Board of Trustees along with the above, and in some cases submission to the Planning Board must be done before acceptance to the Board of Trustees.

ALL THE ABOVE MUST BE SUBMITTED WITH COMPLETED APPLICATION TO THE VILLAGE CLERK AT LEAST ONE (1) WEEK PRIOR TO A SCHEDULED BOARD OF TRUSTEES MEETING.

Date for PUBLIC HEARING will be set at a scheduled Board of Trustees meeting. Publication of Hearing in local newspaper ten (10) days before the hearing will be done by the Village Clerk.

AFTER THE BOARD SETS THE DATE FOR THE HEARING YOU MUST DO THE FOLLOWING:

1. NOTIFY each property owner and resident within 200 feet of the subject parcel on list supplied by the Village Clerks Office. Must send photocopy of legal notice to each property owner in a stamped envelope with the return address: VILLAGE CLERK'S OFFICE, 153 WEST MAIN STREET, BABYLON NY 11702. (This should be done 10 days before hearing date.) Mailings are to be given to the Village Clerk's Office and we will mail them out.
2. POST NOTIFICATION SIGN - The Village is providing the sign that must be posted on the applicant's property at least 10 days prior to the meeting. The initial cost of each sign will be \$100.00, with a 50% refund\* which will be mailed to the applicant within one month upon return of the sign with their voucher. You will receive a phone call when your sign is ready for pick-up.  
*\*Signs must be returned within two weeks of the date of the hearing or deposit refund will be forfeited.*
3. AFFIDAVIT OF POSTING (attached) must be completed and returned to the Village Clerk prior to Public Hearing. If sign is not posted 10 days in advance, the Public Hearing will be cancelled. ( Village Board holds Public Hearing)
4. VILLAGE BOARD decides on the application at a regularly scheduled meeting.
5. APPLICANT IS NOTIFIED of the Village Boards decision.

BOARD OF TRUSTEES  
VILLAGE OF BABYLON

**SPECIAL PERMIT ADDENDUM  
RESTAURANTS, BARS, ALCOHOLIC BEVERAGES, ETC.**

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PREMISES ADDRESS: \_\_\_\_\_

NAME OF PRINCIPAL IF CORPORATION: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

1. Are the premises within 200 feet of a building occupied exclusively as a school, church, synagogue or other place of worship? \_\_\_\_\_

A. If yes, please describe and locate distances: \_\_\_\_\_

B. Are premises licensed by the Alcoholic Beverage Control Board? \_\_\_\_\_

If yes, License #: \_\_\_\_\_

2. Do said premises comply with all applicable building, fire, and health laws, ordinances and regulations for said intended use? \_\_\_\_\_  
If not, specify the areas of non-compliance and the work to be done in order to so comply: \_\_\_\_\_

3. Has an appropriate Board of Health permit been issued for said premises? \_\_\_\_\_  
If so, state number thereof, date of issuance and by whom issued \_\_\_\_\_

4. Is dancing, music or entertainment to be provided at any time whatsoever for guests or customers on the premises? \_\_\_\_\_  
If so, please specify nature thereof \_\_\_\_\_

5. Is any bar, counter or similar contrivance maintained in said premises, at which alcoholic beverages will be sold? \_\_\_\_\_  
If so, give exact location and length \_\_\_\_\_

6. If food is to be served please specify the number of tables and chairs to be used on the premises. \_\_\_\_\_

If any counter service, list the number of people that can be seated at said counter \_\_\_\_\_

7. Please list the days of the week and the hours of each day that said premises will be open for business:

	HOURS:	
	OPEN	CLOSE
SUNDAY	_____	TO _____
MONDAY	_____	TO _____
TUESDAY	_____	TO _____
WEDNESDAY	_____	TO _____
THURSDAY	_____	TO _____
FRIDAY	_____	TO _____
SATURDAY	_____	TO _____

8. Submit any additional facts that you feel the Board would wish to know in considering said application. \_\_\_\_\_

9. Please describe your operation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME & TITLE OF PREPARER (of application):

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**VILLAGE OF BABYLON**  
**APPLICATION TO THE BOARD OF TRUSTEES**

APPLICANTS ENDORSEMENT

(to be completed if the applicant cannot be present at the Public Hearing)

COUNTY OF SUFFOLK  
SS:  
STATE OF NEW YORK

\_\_\_\_\_ being duly sworn,  
deposes and says that (s)he resides at \_\_\_\_\_  
in the County of \_\_\_\_\_, and State of \_\_\_\_\_, and that (s)he is the  
applicant or \_\_\_\_\_ of the \_\_\_\_\_  
Corporation, as described in the foregoing application to the Board of Trustees and that  
(s)he has authorized \_\_\_\_\_ to make the foregoing  
application and/or represent the applicant at the Board of Trustees Public Hearing.

.....  
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Sworn before me this

..... Day of ....., 20.....

.....  
Notary Public, Suffolk County